

COMMONWEALTH OF MASSACHUSETTS  
DEPARTMENT OF CORRECTION

103 DOC 472  
INMATE RECREATION AND LEISURE ACTIVITIES

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<b>MASSACHUSETTS DEPARTMENT OF CORRECTION</b>	<b>DIVISION: Program Services</b>
<b>TITLE: Inmate Recreation and Leisure Activities</b>	<b>NUMBER: 103 DOC 472</b>

**PURPOSE:** The purpose of this document is to establish departmental guidelines governing the provision of inmate recreation programs and leisure time activities at all Department of Correction institutions.

**REFERENCES:** MGL, Ch 124, Sl (c),(e) and (q)  
ACA Standard # 3-4423, 24, 25, 26, 27 and 28

**APPLICABILITY:** Staff/Inmates **PUBLIC ACCESS:** Yes

**LOCATION:** DOC Central Policy File/Institution Policy File

**RESPONSIBLE STAFF FOR IMPLEMENTATION AND MONITORING OF POLICY:**  
Director of Offender Management and Placement  
Superintendent

**PROMULGATION DATE:** 10-7-03 **EFFECTIVE DATE:** 11-6-03

**CANCELLATION:** This policy cancels all previous Department policy statements, bulletins, directives, orders, notices, rules, and regulations regarding Inmate Recreation and Leisure Time Activities which are inconsistent with this policy.

**SEVERABILITY CLAUSE:** If any part of this policy is for any reason held to be in excess of the authority of the Commissioner, such decision will not affect any other part of this policy.

472.01      Institutional Supervision of Recreation and Leisure Services

1. Each institution shall have staff assigned to plan and implement recreation and leisure time activities. The recreational staff shall be responsible to the institutional recreation supervisor.
2. Each institution shall assign a staff member to oversee recreation.
3. Each institution shall develop procedures that ensure the appropriate selection of video cassettes.
4. The duties and responsibilities of the recreation staff in each institution shall include, but not limited to:
  - a. Establishing schedules, calendars, posting or other methods to inform both inmates and staff of existing and planned inmate recreation programs and leisure activities. At IMS sites, supervisory staff shall ensure that all programs and activities are entered in the Create Institution Schedule screen. At IMS sites, for programs or activities that require advance sign up, inmates shall be placed on waiting lists and/or scheduled in the Program Enrollment screen. At IMS sites, for programs or activities where attendance is taken, it should be documented daily in the Program/Work Attendance screen.
  - b. Providing supervision for inmate recreation programs which includes, but is not limited to:
    - i. Provision of umpires and referees for athletic events;
    - ii. Utilization of inmate, staff or volunteer coaches and trainers whenever feasible;

- iii. Utilization of community volunteers to plan, direct and carry out specialized cultural or leisure time activities.
- c. Notifying the superintendent or the shift commander whenever an inmate recreation program or activity may require additional institutional security resources.
- d. Participation in institution staff meetings at the direction of the director of treatment.
- e. Participation in classification hearings and disciplinary hearings as a decision making member when authorized by the superintendent and/or designee.
- f. At IMS sites, special events shall be documented in the Incident Report screen, utilizing incident type of "institution related: special event".

472.02      Inmate Access to Recreational Programs and Leisure Activities

1. General - It is the policy of the Massachusetts Department of Correction to provide inmates within its custody equal access to recreational and leisure time opportunities and equipment, including, when the climate permits, outdoor exercise. However, such access may be restricted when the security of the correctional institution, inmates or staff is threatened.
2. Program Access for Inmates in General Population - Each institution within the department shall develop procedures specifying time, location and descriptions for all daily recreation and leisure activities. If staggered scheduling is necessary to afford access to programs and activities for inmates of different housing units, institution procedures should also specify approved recreation areas, especially if some of these areas are used for different purposes during other hours of the day.

3. Program Access for Inmates in Administrative Segregation - Each institution which contains a disciplinary isolation unit, protective custody unit, departmental segregation unit or administrative segregation unit should develop procedures pursuant to this policy and other relevant department policies which specify the time, locations and descriptions of recreation and leisure time activities available to inmates confined in each such unit. All inmates in such units should receive a minimum of one hour per day, five days per week of exercise outside their cells, unless security or safety considerations dictate otherwise.

472.03      Use of Inmate Recreation Assistants

1. General - It is the policy of the Massachusetts Department of Correction to utilize inmate recreation assistants to assist in the planning, development and execution of inmate recreation and leisure time activities.
2. Selection - Each institution shall develop procedures for the selection of inmate recreation assistants. Each procedure should include an application process through which the recreation staff can choose or screen interested applicants. In those institutions where inmates may be assigned paid institutional work assignments as recreation assistants, procedures shall specify which institution staff will have authority and responsibility relative to the selection process. At IMS sites, special requirements of these positions shall be provided to the work assignment officer who shall enter the information in the Create Job Assignment screen.
3. Duties and Responsibilities - Under the supervision of the institution recreation staff, inmate recreation assistants may be assigned:
  - a. to act as umpires or referees at athletic events;
  - b. to act as coaches or trainers for athletic activities in which they have specialized knowledge, skills or experience;

- c. to provide clerical assistance in support of the institution's overall recreation program;
- d. any other tasks specified by the recreation supervisor which may assist or enhance recreation programs and activities and, does not violate inmate classification plans or threaten the security of the institution.

472.04      Community Interaction with Inmate Recreation and Leisure Activities.

- 1. General - It is the policy of the Massachusetts Department of Correction to encourage community participation in the recreation and leisure activities of its institutions.
- 2. Community Athletic Teams - Community athletic teams may be approved by the superintendent or his/her designee to enter correctional institutions to compete with inmate teams. Each institution shall develop procedures necessary for screening and approving community athletic teams for competition within the institution.
- 3. Community Recreation Volunteers - Each correctional institution is encouraged to utilize community recreation volunteers to assist in planning and operating recreation and leisure activities. Such persons must be approved as volunteers (see 103 CMR 485 - Volunteers and Volunteer Programs);
- 4. Inmate Participation in the Community - Provided that an inmate's custodial status permits, he/she may be permitted to participate in community recreation events and cultural activities as specified and provided for under M.G.L. C.590 A and 103 CMR 463-Furloughs.

472.05      Application to Pre-Release Facilities and Community Residential Programs

General - Pre-release facilities and community residential programs are not expected to provide the same range of recreation programs and leisure activities as provided in other correctional institutions. However, those facilities should provide some recreation and leisure time activities within the premises. In addition, some inmates may be permitted to participate in community recreation events and cultural activities. (See 103 CMR 463 Furloughs, and 103 DOC 466 Program Related Activity.)

472.06      Program Assessment

1. General - Pursuant to 103 CMR 111 Management Analyst, it is the policy of the Massachusetts Department of Correction to monitor all institution functions, services and programs on an on-going basis and to periodically assess the results of such monitoring to modify or eliminate existing programs or services.
2. Program Monitoring - Each institution shall develop procedures for establishing a monitoring system that provides an on-going review of recreation and leisure activities. This system should include but not be limited to:
  - a. formal or informal attendance reports of all recreation and leisure activities;
  - b. a system for soliciting inmate suggestions, complaints and requests;
  - c. a system of periodic regular inspections and inventories of all recreation and leisure time activity and equipment;
  - d. periodic meetings with other institutional staff to solicit their suggestions regarding existing or proposed recreational programs and leisure activities.

The information obtained from this monitoring system shall be recorded in a log, monthly report, or other recording devices so that it can be utilized for more formal program assessments. It is the responsibility of the superintendent to ensure that the Departmental Program Application form is completed and submitted for approval to the Director of Offender Management and Placement prior to the implementation of new programming.

3. Program Assessments - In accordance with the provisions of 103 DOC 111, each institution superintendent shall develop and assign staff for the purpose of assessing recreational and leisure time activities. Such procedures should provide for a thorough annual assessment and quarterly reports which provide information on significant new programs, operational problems or other relevant information. In general, program assessments should review the overall performance of all recreational programs and activities, pointing out significant successes and failures. Assessments should discuss the condition of all recreational equipment, especially if repair is required. Finally, program assessments should discuss any new program ideas or suggestions by inmates, staff or community members involved in institution recreation and leisure time activities. The annual assessment shall include completion of the Annual Institution Recreation and Activity Checklist (Attachment A). The Superintendent is responsible to ensure that the Annual Program Assessment and Attachment A is forwarded to the Director of Offender Management and Placement.

#### 472.07      Emergencies

Whenever, in the opinion of the Commissioner or the superintendent of a state correctional institution, an emergency exists which requires suspension of all or part of this policy, the superintendent may order such suspension. However, any such suspension lasting beyond 48 hours must be authorized by the Commissioner.



### Annual Institution Recreation and Activities Checklist

Institution: \_\_\_\_\_

Date: \_\_\_\_\_

Please check all that apply:

Program/Activity	Program/ Activity Conducted This Year	New Program/ Activity	Staff Facilitated	Volunteer Facilitated	Inmate Facilitated
Basketball					
Softball					
Volleyball					
Movies					
Italian American Heritage Club					
Irish American Civic Club					
Spanish United Project					
Nuestra Familia					
African Heritage Coalition					
African America Cultural Studies Series					
Lifers' Groups					
Music Program					
Veteran's Group					
Greenhouse/Garden					
Weekly Scrabble Group					
Art Program					
Art Therapy					
Calligraphy					
Chess Club					
Fitness Program					
Kids Corner					
Smoking Cessation Program					
Toastmaster's					
Intramural Community Basketball Program					
Newsletter/Journalism					

